# GRANTS ONLINE TRADE ADMINISTRATION MISSANISM AND THE ADMINISTRATION MISSANISM MISSANIS

# **Grants Online**

# **Quick Reference Guide – Application Reviewers**

**About Grants Online:** Grants Online is the web-based grants management system used by five of the seven grant-making agencies in the Department of Commerce.

#### **Recommended Web Browsers:**

Internet Explorer 7.0 and higher Firefox 2.0 and higher Safari 3.1 Google Chrome

No software is required for installation; however you do need a copy of an Adobe Reader which can be obtained free from Adobe's website. Logins and PINs are required. Your email address is your Login name and you should have received a PIN number in your email notification that contained the application review request. The PIN number is only good for that particular Review Event. A Review Event is one managed set of grant application reviews for a particular funding opportunity. The three possible types of Review Events in Grants Online are:

- a. **Independent Individual Merit Review** (Field Readers/Mail Review). An objective merit review of applications may be obtained by using field readers to whom applications are sent for review and comment.
- b. **Non-Consensus Panel** (Panels/Ad Hoc Committees). A panel or ad hoc review committee can be used to obtain independent recommendations on the technical merits of applications. (*Panels including non-Federal personnel should not use consensus scoring unless they comply with the requirements of the Federal Advisory Committee Act see item c. below.)*
- c. **Consensus Panel** (Federal Advisory Committees). These committees are generally only appropriate to review financial assistance applications when required by legislation. They must be established in accordance with the Federal Advisory Committee Act.



To access Grants Online, enter the following URL in your address bar:

https://grantsonline.rdc.noaa.gov/flows/home/Login/reviewerLogin.do

## Warning:

Avoid using the browser "Back" button in Grants Online; doing so may log you out of the system.

## STEP 1:

Be sure to read all of the information on the login screen.

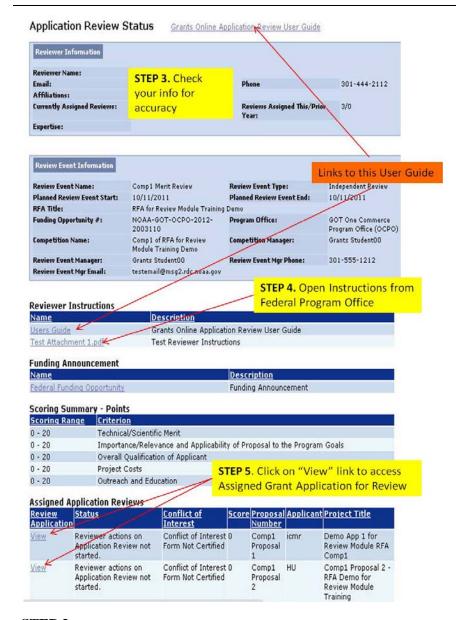
#### STEP2:

Enter your Username and PIN number, then press "Enter"



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## **STEP 3:**

Check the Reviewer Information box for the accuracy of your profile data.

## **STEP 4:**

Click on the second link under the Reviewer Instructions section to access the directions provided by the Agency requesting the review. (The first link takes you to a copy of this User Guide)

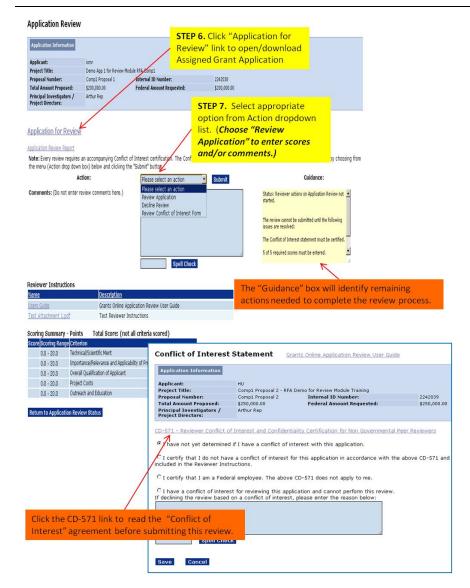
#### **STEP 5:**

Click on the "View" link under the Assigned Application Reviews section to access a pdf file containing the application awaiting your review.



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## STEP 6:

Click the "Application for Review" link to open a consolidated pdf file containing the grant proposal.

### **STEP 7:**

Click on the arrow to the left of the dropdown box to select the option for the next action that you wish to take.

- Review Application takes you to another page to enter scores and comments
- **Decline Review** requires you to enter a reason for declining this review request.
- Review Conflict of Interest Form provides a link to the CD-571 form to assist you in making an appropriate determination regarding whether or not you have a Conflict of Interest. <u>The form does not need to be downloaded or signed. Selecting the radio button serves as your electronic signature.</u> (Federal reviewers are provided a link to a summary of Federal Ethics Laws.)



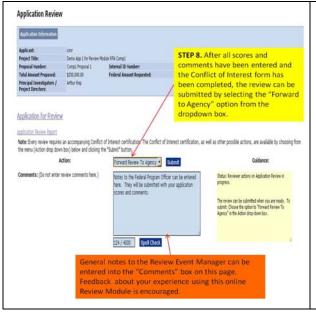
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This User Guide is available from the link at the top of the "Application Review" page used for entering your scores and comments. Please be careful to note which scores and comments are required and which are optional. Required data fields must be entered before the review can be submitted to the Agency.

To obtain a written report of your review click on the "Application Review Report" link above the data fields for scores and comments. The report can be generated at any time and will contain the data as it stands at the time the report is run.



#### **STEP 8:**

After all required items have been completed, the option to "Forward to Agency" will be available from the dropdown box. General notes to the Review Event Manager can be entered into the Comments box on this screen before submitting. Click the "Submit" button to complete the transaction.

## **Help Desk Information**

Email: <u>GrantsOnline.HelpDesk@noaa.gov</u> Local phone number: 301-444-2112

**Toll free phone:** 1-877-662-2478

**Hours:** 8:00 am and 6:00 pm Eastern Time

Monday through Friday excluding Federal holidays

Feedback regarding your experience using this online Review Module is welcome. Thank you again for your assistance.